

MINUTES OF A MEETING OF THE COYCHURCH CREMATORIUM JOINT COMMITTEE HELD
IN COMMITTEE ROOM 2/3, CIVIC OFFICES, ANGEL STREET, BRIDGEND ON FRIDAY, 7
SEPTEMBER 2012 AT 2.00PM

Present:-

Representing Bridgend County Borough Council

Councillor E Dodd
Councillor A Owen
Councillor D Pugh
Councillor C L Jones
Councillor C Westwood

Representing Vale of Glamorgan County Borough Council

Councillor K J Geary
Councillor G John
Councillor E Hacker

Representing Rhondda Cynon Taff County Borough Council

Councillor B Stephens

Officers:

S Hooper	-	Bereavement Services Manager
J Hamilton	-	Crematorium Manager and Registrar
N Evans	-	Business Manager Financial Planning
M A Galvin	-	Senior Democratic Services Officer – Committees
R Martin	-	Risk Management and Insurance Officer

8 APOLOGIES FOR ABSENCE

Apologies for absence were received from the following Members:-

Councillor P White – Holiday
Councillor B Stephens – No reason given

9 DECLARATIONS OF INTEREST

None

10 MINUTES OF PREVIOUS MEETING

RESOLVED: That the minutes of a meeting of the Coychurch Crematorium Joint Committee dated 29 June 2012 be received as a true and accurate record.

11 INSURANCE ARRANGEMENTS

The Clerk and Technical Officer submitted a report the purpose of which, was to inform the Joint Committee of current Insurance protection for buildings and contents at the Crematorium.

Present at the meeting to answer questions on the report, was the Council's Risk and Insurance Officer.

He confirmed that a summary of current insurance arrangements were indicated in Appendix 1 to the report, and confirmed that generally for property insurance there was a policy excess of £25k. However, the Council's insurance fund would pay claims caused by an insurance peril which falls within the excess.

He confirmed that previously the Council did not have insurance cover for flood damage caused by burst pipes as there had been no claims in preceding years. Following the cold winters in 2010 and 2011, there were several flooding incidents which resulted in changes to the insurance arrangements and this cover was now included.

The Council's Risk and Insurance Officer went on to add that it was a policy of the Council to cover large losses, and consequently, it did not insure perils which generally led to more minor claims such as for example malicious damage. This was due to the fact that over a period of time cover for this proved to be uneconomical. There was however, very limited cover for theft of external metal from a building.

Members debated the report, and in particular the attached Appendix, and the lack of cover that may currently be in place for replacement costs for major items and machinery within the Crematorium buildings, should these be the subject of accidental damage.

Members also felt that it would be of some benefit if an inventory could be undertaken to have an up to date analysis of the value of the contents contained within the buildings that comprise the Crematoria buildings.

Officers agreed to the recommendations of Members as stated in the two paragraphs immediately above.

RESOLVED: That the Joint Committee continues with the insurance arrangements currently managed by Bridgend.

12 GREEN FLAG AWARD

The Bereavement Services Manager submitted a report, that advised the Joint Committee on the Coychurch Crematorium's successful application for a Green Flag Award in 2012-09-

The report gave some background information, and confirmed that the Coychurch Crematorium had made a re-submission of the Green Flag Award, to confirm its commitment to maintaining high standards that can be appreciated by all visitors.

The report confirmed that the re-submission had been successful and the Award was presented by John Griffiths AM, Minister for the Environment and Sustainable Development at the Royal Welsh Show on 23 July 2012 to the Vice Chairperson, Cllr Ella Dodd and the Crematorium Manager & Registrar.

The award requires an annual application and a further submission will be made in January 2013.

RESOLVED: That the Joint Committee noted with pleasure the continuation of the Green Flag Award.

13 CRUSE DONATION

The Clerk and Technical Officer submitted a report to the Joint Committee informing it of a donation to CRUSE Bereavement Care (Morgannwg) following a nomination from Coychurch Crematorium Joint Committee.

The report confirmed that the Crematorium participated in a national scheme for the Recycling of Metals, which are derived from cremation processes. Profits from the sale of metals are distributed to charities associated with bereavement services via the Institute of Cemetery and Crematorium Management (ICCM). The charities that receive support are nominated by member authorities of the Institute.

The report then advised that CRUSE Bereavement Care (Morgannwg) is a voluntary organisation operating in Bridgend, Neath Port Talbot and Swansea. CRUSE provided a telephone helpline and useful information on its website, and also trained volunteers to provide face-to-face support and practical advice to those who had lost a loved one.

The Bereavement Services Officer then advised the Joint Committee, that following a successful nomination from the Joint Committee, a donation of £4k was presented to CRUSE last August by the Vice-Chairperson of the Joint Committee.

RESOLVED: That Members acknowledged the donation supported by the Joint Committee.

14 POST AUDIT ANNUAL RETURN 2011/12

The Treasurer submitted a report the purpose of which, was to present the post audited Annual Return for the financial year 2011/12 to the Joint Committee.

The Finance Manager advised that the unaudited annual return was presented to the Joint Committee on 29 June 2012, and this had now been audited by KPMG, the external auditors appointed by the Joint Committee who had not made any amendments to this.

The Finance Manager confirmed that the surplus for the year remained at £93k, which left an accumulated surplus of £415k as at 31 March 2012.

The Annual Return for the above year end was attached at Appendix 1 to the report, whilst Appendix 2 detailed the 'Review of Annual Return for the year ending 31 March 2012', which contained the mutual responsibilities of auditor and the audited body. The report sets out the limited assurance audit opinion that confirmed to the reader that the information contained in the annual return is in accordance with proper practices, and no matters had come to the auditor's attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

In response to a question from a Member, the Finance Manager confirmed that the surplus monies had been set aside for future works such as the replacement cremators.

RESOLVED:

That the Joint Committee noted and approved:

- a) The Annual Return for the year ended 31 March 2012-10-12
- b) The auditor's "Review of Annual Return"

The meeting closed at 2.35pm.